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January 3, 2020

Erik Morse - [emorse@waremalcomb.com](mailto:emorse@waremalcomb.com)  
Ware Malcomb  
990 S Broadway Ste 230  
Denver, Co 80209

**Re: MCC Retail (#1425264)/Pre-Application Meeting held December 19, 2019**

Dear Mr. Morse:

I would like to take this opportunity to thank you for considering the City of Aurora for the MCC Retail project. As your assigned Project Manager, I remain available as a resource as you initiate the review and approval process in the city.

Attached to this letter are the formal Staff Comments from your Pre-Application Meeting with the Development Review Team. I have taken the opportunity to highlight a few key issues below that may require further consideration prior to a formal submittal of your Development Application. These, as well as those on the attached pages, will need to be addressed either before or during the development review process.

**Key Issues:**

► **Commercial Component of FDP:** The existing Majestic Commercenter FDP/Master Plan is centered mainly on industrial land uses; therefore, a document for this new commercial/retail area of the Commercenter is needed. This document will be a high-level general plan that describes the development and design features for the area and should include potential uses, streets and other features. This minor amendment to the FDP can be submitted concurrently with the Preliminary Plat/ISP. Acknowledged. This was completed with Phase I of this development.

► **Traffic Study:** A Traffic Impact Study was received, dated July 2018 for this development. Update/modify the previously submitted TIS with the applicable use and phasing. Specific concern has been identified for the single point of access and the need for an understanding of the Level of Service at a single full movement access vs Traffic Signalization of this location. Updated Traffic Study has been included in submittal.

► **Public Improvements:** Improvements to Tower Road may be required pending the updated Traffic Study. If improvements are identified as necessary in the future, those improvements, including a 10' detached sidewalk, shall be shown on the site plan. A deferral may be requested for these improvements. Updated Traffic Study has been included in submittal.

The comments reflect information provided on your submittal materials as well as the discussion within the meeting and are meant to provide general direction to you in the preparation of the actual submittals. If the plans change significantly for the project, another pre-application meeting would be advised.

Again, thank you for attending the Pre-Application Meeting with our Development Review Team; I trust the meeting was helpful. If you have any questions or require additional information, please do not hesitate to contact me at 303.739.7346 or [jcox@auroragov.org](mailto:jcox@auroragov.org).

Sincerely,

A handwritten signature in black ink that reads "Jacob Cox". The signature is fluid and cursive, with the first name "Jacob" being larger and more prominent than the last name "Cox".

Jacob Cox  
Senior Project Manager

cc: Skip Bailey - [sbailey@commercelp.com](mailto:sbailey@commercelp.com)  
Chris Strawn - [cstrawn@waremalcomb.com](mailto:cstrawn@waremalcomb.com)

Development Review Team  
File



## City of Aurora

### Development Process

While the development process is described in more detail in the [Development Handbook](#), the following information will help you gain a quick understanding of your next steps in the process and understand the formatting of the attached staff comments:

#### Step I - Planning Phase

- The application is submitted to the Planning Department.
- The Planning Department refers the plan to other city departments for comment.
- Neighborhood meeting(s) are scheduled as necessary.
- The Site Plan is approved administratively.
- A Subdivision Plat is approved administratively during the same time line.

#### Step II - Construction Document Phase

**Civil Engineering Plans:** This generally includes grading, storm drainage, stormwater management plan, public utilities, and street construction plans.

- A preliminary drainage report is a part of the site plan submittal (Step I above). Final drainage plans are included in the civil engineering plans package.
- A pre-submittal meeting with Public Works Engineering is required prior to electronic submittal of final civil plans for review. This review is separate from the Planning Phase review above and requires a per-sheet review fee at the time of submittal.

**Building Plans:** (construction plans for structures)

- Usually reviewed after Planning decision is made.

All data submitted in AutoCAD 13 or higher as part of this project should be in conformance with the City of Aurora CAD Data Submittal Standard. The standards and template can be found here: [CAD Data Submittal Standard](#)

#### Step III - Construction Phase

**Building/Civil Permits:**

- **Stormwater Quality Discharge** permits must be issued prior to any site work (Aurora Water).
- **Public Improvement permits** can be issued after civil plan approvals.
- **Building permits** are issued only after Steps I & II are complete (site plan/civil plan), and building plans are approved.

**Inspections:** Certificate of Occupancy (CO) is granted once all work and inspections are complete.

## STAFF COMMENTS - PRE-APPLICATION MEETING

### Purpose of the Pre-Application Notes

These comments summarize the City's land use ordinances, policies, design standards, and code requirements that apply to your project. They are based on the material you have supplied us and will alert you to key issues involved in your project. They are not intended to provide a complete review of your proposal. Several electronic links have been included within the body of these comments, some specific to your project and some more general in nature. Note that these comments are valid for a period of six months.

Please do not hesitate to contact **Jacob Cox, ODA Project Manager**, who assembled these notes.

### Contact Information

Below is a list of City of Aurora Departments/Divisions that were represented at the meeting and contact information for the individual City Staff members present.

#### City Manager's Office

Office of Development Assistance  
Jacob Cox  
303.739.7346  
[jcox@auroragov.org](mailto:jcox@auroragov.org)

Justin Andrews  
303.739.7597  
[jpandrew@auroragov.org](mailto:jpandrew@auroragov.org)

#### Planning

Zoning and Plan Review  
Claire Dalby  
303.739.7266  
[cdalby@auroragov.org](mailto:cdalby@auroragov.org)

Landscape Design  
Kelly Bish, RLA, LEED AP  
303.739.7189  
[kbish@auroragov.org](mailto:kbish@auroragov.org)

#### Parks, Recreation & Open Space

Planning Design and Construction  
Michelle Teller  
303.739.7437  
[mteller@auroragov.org](mailto:mteller@auroragov.org)

Forestry  
Jacque Chomiak  
303.739.7178  
[jchomiak@auroragov.org](mailto:jchomiak@auroragov.org)

#### Aurora Water

Steven Dekoskie  
303.739.7490  
[sdekoski@auroragov.org](mailto:sdekoski@auroragov.org)

#### Public Works

Traffic Division  
Brianna Medema  
303.739.7336  
[bmedema@auroragov.org](mailto:bmedema@auroragov.org)

Drainage and Public Improvements  
Engineering Division  
Kristin Tanabe  
303.739.7306  
[ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

Life Safety and Building Division  
Mike Dean  
303.739.7447  
[mdean@auroragov.org](mailto:mdean@auroragov.org)

Real Property Division  
Darren Akrie  
303.739.7331  
[dakrie@auroragov.org](mailto:dakrie@auroragov.org)

#### Neighborhood Services

Neighborhood Support  
Meg Allen  
303.739.7258  
[mkallen@auroragov.org](mailto:mkallen@auroragov.org)

## STEP I – PLANNING PHASE

### Planning Department

The Planning comments are numbered, when you submit your application, include a letter of introduction responding to each of the numbered comments including key issues from other departments.

#### *Key Issues:*

- ▶ Conformance with Majestic Commercenter Framework Development Plan
- ▶ Subarea Master Plan Component for Commercial and Retail
- ▶ Design of Internal Drives/Streets

#### *General Zoning Code Review of your Property:*

- The property is zoned MU-C (Mixed-Use Corridor) in Subarea C. Acknowledged.
- The uses proposed, public right-of-way and infrastructure for four (4) new commercial pad sites, are permitted by the current zoning, but subject to approval of a Preliminary Plat and Final Plat. Acknowledged.

#### *Type of Application(s):*

- As part of this application, the following land use requests will need to be made:
  - [Preliminary Plat \(Infrastructure Site Plan\)](#) Acknowledged.
  - Subarea Master Plan./ Minor Amendment Acknowledged. Should have been completed with Phase I.
- This project can be reviewed and approved administratively in a 12-13 week timeframe if no adjustments (formerly waivers) are requested and all city requirements are met. All applications will be processed electronically through our development review website. Acknowledged.
- The following applications, [manuals](#), and [design standards](#) may also be helpful in completing the application for submittal:
  - City of Aurora [CAD Data Submittal Standard](#)
  - [Air Influence Districts](#)
  - [Landscape Reference Manual](#)
  - [On-line Application and Plan Submittal Guide](#)
  - [Northeast Area Transportation Study \(NEATS\)](#)
  - Street Standards Ordinance [[126-1](#)] and [[126-36](#)]
  - [Unified Development Ordinance \(UDO\)](#)Acknowledged.
- This application will be uploaded through our Planning Portal as separate PDFs. Please ensure that, during the PDF creation process, all AutoCAD SHX text items are removed from the comment section and that the sheets are flattened to reduce the select-ability of items. Plans submitted for City Pre-Acceptance review will be rejected if it is determined that plans do not comply; this could result in delays in application start times if the applicant is asked to re-upload corrected PDFs. Acknowledged.

#### *Standards and Issues:*

##### **1. Zoning and Land Use Issues**

###### *1A. Subarea Master Planning Component (Minor Amendment to FDP)*

The existing Majestic Commercenter FDP/Master Plan is centered mainly around industrial land uses; therefore, a document for this new commercial/retail area of the Commercenter is needed. This document will be a high-level general plan that describes the development and design features for the

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area and should include potential uses, streets and other features. It is intended to ensure that the planning of the sites is coordinated and comprehensive to maximize the potential of the area and provide for efficiency of design and circulation on a larger, multi-lot scale. The plan should emphasize connectivity around the pad sites with north-south and east-west connections throughout the entire area as well as along the perimeter with a pedestrian connection to the High Line Canal to the west. Building design standards for commercial development should also be provided. This document can be submitted concurrently with the Preliminary Plat/ISP. Design elements of the master plan such as consistent lighting, signage and architectural themes may be appropriate to include as a subarea master plan (FDP) minor amendment. Acknowledged. Should have been completed with Phase I.

**1B. Infrastructure Site Plan (Preliminary Plat) Components**

The application will be reviewed and approved based on the Major Subdivision Preliminary Plat approval criteria found in Section 5.4.2.3.b (page 379) of the UDO. Infrastructure Site Plans generally identify street improvements, grading, utilities, and landscaping. Please review other Infrastructure Site Plans that have been approved recently, such as the [Painted Prairie Infrastructure Site Plan](#) for Picadilly Road, for a better understanding of what the document should include.

Acknowledged.

**1C. Internal Access Drives**

The primary internal drives shall be designed to function as streets, providing for two-way traffic and detached sidewalks with curbside landscaping and street trees on both sides. On-street parking may also be appropriate and could count toward the minimum parking requirements. The access drive shall be provided by right of way dedication or public access easements.

Acknowledged.

**1D. Property Owner Authorization**

Regardless of whom is the official “applicant” on the subject Preliminary Plat, a signed letter of authorization must be provided for all underlying property owners that are a party to the application.

Acknowledged.

**1E. Implementation**

Please identify on the plans the responsible party for installation and maintenance of each component of the project, including but not limited to, lighting, sidewalks, and landscaping. If phased, please identify each phase. Acknowledged.

**2. Traffic and Street Layout Issues**

All proposed streets whether public or private need to be labeled according to our street standard ordinance, Chapter [126-1](#) and [126-36](#) of the city code. Please follow adopted [roadway design standards](#) for required sidewalk types/widths and landscaping buffers. The right-of-way will be dedicated by plat. Please identify proposed easements and utilities on private property adjacent to the right-of-way. Utilities should not be located in the curbside landscape (between the back of curb and the sidewalk) in order to accommodate required landscaping and tree plantings. Acknowledged.

**3. Site Design Issues**

Future development proposals will require approval through a separate Site Plan process in accordance with the UDO and applicable Master Plans and can be processed administratively if no adjustments/waivers are requested. Acknowledged.

**4. Landscape Design Issues**

For further information, please feel free to contact our Senior Landscape Architect, Kelly K. Bish, PLA, LEED AP. The general landscape comments on your proposal are listed below:

**General Landscape Plan Comments.** A master plan with design standards is being required prior to the submission of individual site plans for the various pad sites. The Majestic Commercenter

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FDP currently under review does not address landscape standards relative to commercial developments. The master plan should include specific design standards or at a minimum defer to the new Unified Development Code. If the proposed master plan is to include specific design standards, they should address street and non-street perimeter buffers, curbside landscaping, street trees, building perimeter landscaping, interior and exterior parking lot screening and detention pond landscaping. Any landscaping standards not addressed by the master plan will defer to the new Unified Development Code. Any standards or guidelines proposed must meet or exceed UDO requirements. Acknowledged. Should have been completed with Phase I.

**5. Signage**

Any signage proposed must be on private property and in accordance with Section 146-4.10 of the UDO and applicable Master Plans. It is suggested that signage design standards be included in the subarea Master Plan design standards to ensure a uniform approach. Acknowledged.

**6. Adjustments**

If you decide to request any adjustments from Code requirements, you must clearly list them in your *Letter of Introduction* and justify them according to the criteria listed in UDO Section 146-5.4.4.D. You must also list them on the cover sheet of your ISP or other drawings on which they occur. If requested, a public hearing before the Planning Commission may be required. Acknowledged.

**7. Mineral Rights Notification Requirements**

Please fill out the [Mineral Rights Affidavit](#) / [Severed Mineral Rights Notice](#) and supply this document to your Case Manager at the time of site plan submittal. Acknowledged.

**8. New CAD Standards**

The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standards are required by consultants on development projects before submitting to the City for signature sets and on capital projects funded by the City. Please review the CAD Data Submittal Standards, including templates and required layer file labeling, at <http://tinyurl.com/AuroraCAD>. Acknowledged.

***Pre-submittal Meeting:***

At least one week prior to submitting an application, you will be required to hold a Pre-submittal meeting with your assigned Case Manager to ensure that your entire application package is complete and determine your application fee. Please contact your Case Manager in advance to schedule. Acknowledged.

***Community Participation:***

You are encouraged to work proactively with neighborhood groups and adjacent property owners. Neighborhood groups within a mile radius will formally be notified of this project when submittal has been made to the Planning Department. Acknowledged.

***Neighborhood Services Liaison:***

- All meetings with neighborhood associations should also include your Planning Department Case Manager so that questions concerning City Code or policies and procedures can be properly addressed. We will record any project-related commitments that you make to the community at these meetings. Acknowledged.
- Additional information about the Neighborhood Liaison Program can be found on the [Neighborhood Services](#) page of the city website. Acknowledged.

## Parks, Recreation & Open Space Department (PROS)

### ***Project Characterization:***

Based on your proposal, the following information has relevance to the determination of PROS' requirements for this project:

- This site is located adjacent to the High Line Canal Regional Trail

### ***Special Landscape Buffer:***

Your site is adjacent to the High Line canal. For all projects adjacent to public park or open space, a 25' special landscape buffer is required. This includes 1 tree and 10 shrubs per 30 linear feet for commercial development. No encroachments of parking, sidewalk, building, detention pond infrastructure or other structure may fall within the buffer.

The High Line Canal Conservancy will be a referral on this project. PROS recommends reaching out to the conservancy ahead of application; Josh Phillips, Director of Planning and Implementation,

[josh.p@highlinecanal.org](mailto:josh.p@highlinecanal.org) Acknowledged. 25' Buffer has been provided.

### ***Trail Connectivity:***

Please provide a connection from the High Line Canal Trail through your site out to the right of way. Please ensure all commercial pad sites may be accessed by trail users. In order to construct the connection portion within Denver Water property, a license agreement with Denver Water will be needed. Please reach out to Brandon Ransom, [brandon.ransom@denverwater.org](mailto:brandon.ransom@denverwater.org) to begin that process. Acknowledged.

### ***Potential Stormwater Outfall into the Canal:***

Please be aware that the High Line Canal Conservancy is currently researching and promoting the goal of stormwater in the canal to create a more biodiverse canal ecosystem. If you would like to outfall into the canal, an IGA may be needed which would require maintenance of the canal within your development by the Metro District as Aurora Water will not currently assume maintenance responsibility. Please coordinate with Aurora Water and PROS if this is something you'd like to pursue.

Acknowledged. This project is not planning to outfall into the canal.

## **Forestry Division**

The median has already been prepared for the opening and our staff has already worked out the tree mitigation. However, those trees on the site along E 32<sup>nd</sup> Pkwy that are impacted to allow the entrance into the site will require tree mitigation. And all of the trees that will not be impacted will need tree protection during the construction process. Acknowledged.

### ***Tree Mitigation Requirements:***

Trees on site that are 4" or greater in caliper that will be impacted by development require tree preservation or mitigation. The intention of the Tree Preservation Policy is to preserve trees that are in good condition and of high value during the process of development. Mitigation for trees removed from the property can be accomplished by trees being planted back onto the site through the landscape plan, payment made into the Tree Planting Fund, or a combination of the two. If trees are planted on the site, the mitigation requirement is an inch-for-inch replacement. This is in addition to the regular landscape requirements. For example, if a 10" tree is removed, 10 caliper inches must be replaced back onto the site. The use of tree equivalents are not acceptable for tree mitigation. Acknowledged.

### ***Forestry's Role in Site Plan Review:***

- When the site plan is submitted, please show and label all existing trees on a separate sheet called Tree Mitigation Plan and indicate which existing trees will be preserved or removed. Please include grading on this sheet as well. Forestry Division staff will conduct a tree assessment after the initial submittal, which includes species, size, condition, and location factors. Acknowledged.

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- Once Forestry Staff conducts the tree assessment, a spreadsheet will be provided showing the dollar value of the trees that will be removed as well as the number of inches required for replacement back onto the site. In most cases, the mitigation inches can be replaced on the site through upgrades to the landscape plan. If there is not room to replace the number of inches that will be lost, payment can be made into the Tree Planting Fund based on the dollar value associated with tree loss. Acknowledged.
- Any trees that are preserved on the site during construction activities shall follow the standard details for Tree Protection per the current Parks, Recreation & Open Space Dedication and Development Criteria manual. The Tree Protection notes shall be included on the plan. The link for the manual can be found at [Parks, Recreation & Open Space Dedication and Development Criteria manual](#). Acknowledged.

***Ash Trees Prohibited:***

Due to the invasive Emerald Ash Borer that has been infesting trees along the Front Range, all species of Ash are prohibited from planting within the City of Aurora – please be sure that your Landscape Architect is aware of this new requirement. Acknowledged.

**Aurora Water**

*Aurora Water will receive a referral of the Site Plan and Subdivision Plat for review and comment. Please respond to all Water Department comments with your initial submittal.*

***Key Issues:***

- ▶ A looped water supply is required to serve fire hydrants and private fire lines. Acknowledged.
- ▶ All buildings require frontage to public water and sanitary sewer mains. Acknowledged.
- ▶ A utility phasing plan will be required for this development. Acknowledged.
- ▶ A [domestic allocation agreement](#) will be required starting in 2019 for connections 2” and larger. Acknowledged.

***Utility Services Available:***

- Water service may be provided from the 24” DIP on the west side of the property; or the 12” DIP in East 32<sup>nd</sup> Pkwy. Acknowledged.
- Sanitary sewer service may be provided from the 21” PVC in East 32<sup>nd</sup> Pkwy. Acknowledged.
- The project is located on Map Page 2Q. Acknowledged.

***Utility Service Requirements:***

- A Site Plan is required for this project and must show existing and proposed utilities including:
  - Public/Private Mains
  - Service Lines
  - Water Meters
  - Fire Suppression Lines
  - Fire Hydrants necessary to service your development
  - Grease Interceptors are required for commercial kitchens
  - Sand/Oil Interceptors are required for vehicle maintenance facilities
  - All utility connections in the arterial roadway are required to be bores. Acknowledged.
- General utility design criteria can be found in Section 5 of the [Standards and Specifications Regarding Water, Sanitary Sewer and Storm Drainage Infrastructure](#) (Utility Manual). Acknowledged.
- Aurora Water does not require a Site Plan for this project. Acknowledged.

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***Utility Development Fees:***

- A partial Storm Drainage Development fee is required prior to the recording of the Subdivision Plat or at the time of building permit approval if a Plat is not required. Additional Storm Drainage fees may be charged and are based on the amount of impervious surface created by this project. Acknowledged.
- The Water Transmission Development Fee and the Sanitary Sewer Interceptor Fee have been combined into the water connection fee and are required to be paid after issuance of building permit and prior to issuance of the Certificate of Occupancy. Acknowledged.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedules](#). Acknowledged.

**Public Works Department**

*Traffic Engineering will receive a referral of the Site Plan and Subdivision Plat for review and comment.*

***Key Issues:***

- ▶ A Traffic Impact Study was received, dated July 2018 for this development. Update/modify the previously submitted TIS with the applicable use and phasing. Specific concern has been identified for the single point of access and the need for an understanding of the Level of Service at a single, full movement access vs Traffic Signalization of this location. Acknowledged. Updated study provided.
- ▶ Traffic Signal Escrow will apply for the western (proposed only access). There is an option to either build the signal for opening year or provide payment of this Traffic Signal Escrow which would be required prior to release of first building permit. Acknowledged.
- ▶ As identified in the pre-app submittal, no access to Tower Road will be supported by City Traffic Engineering. Based on property ownership and access control, it is expected CDOT will not allow an access to Tower Road. Acknowledged.
- Show all adjacent and opposing access points on the Site Plan. Acknowledged.
- Label the access movements on the Site Plan. Acknowledged.
- Objects and structures shall not impede vision within these sight triangles. Landscaping shall be restricted to less than 26-inches in the sight triangles. Show sight triangles on the site plan and landscaping plan at all access points in accordance with [City of Aurora Standard Traffic Detail TE-13](#) In addition, street trees shall be set back from Stop signs and other Regulatory signs as detailed in [City of Aurora Standard Traffic Detail TE-13.3](#). Acknowledged.

**Add the following note landscape plans:** ‘All proposed landscaping within the sight triangle shall be in compliance with COA Roadway Specifications, Section 4.04.2.10’ Acknowledged and added to landscape plan.

***ROW/Plat:***

- Designate a Public Access Easement along private roadways. Acknowledged and provided.
- A private cross-access agreement is recommended for maintenance and snow removal. The developer is responsible for establishing this agreement with the adjacent property owner. Acknowledged.
- A traffic signal easement shall be required at the intersection of 32<sup>nd</sup> Pkwy and west access to accommodate the proposed traffic signal pole, underground conduits, pull boxes and signal control cabinet. Acknowledged.

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***Improvements:***

- The developer is required to construct a left-turn bay on 32<sup>nd</sup> Pkwy (if not previously constructed). Acknowledged.
- A deceleration lane may be required on 32<sup>nd</sup> Pkwy at west access pending review of Traffic Impact Study. Acknowledged.
- Show existing stop signs and street name signs or the installation of new stop signs and street name signs by developer at the site access points onto public streets. Signs shall be furnished and installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards, and shown on the signing and striping plan for the development. Acknowledged.
- Show the installation, by developer, “Right Turn Only”/”Do Not Enter” signs at east access point. Signs shall be installed per the most current editions of The Manual on Uniform Traffic Control Devices (MUTCD) and City Standards. Acknowledged.
- The developer is responsible for signing and striping all public streets. The developer is required to place traffic control, street name, and guide signs on all public streets and private streets approaching an intersection with a public street. Add a note to the Site Plan indicating this commitment. Acknowledged.
- The intersection of 32<sup>nd</sup> Pkwy and west access is a potential candidate for a future traffic signal if and when signal warrants are met. As an adjacent land owner/developer, you must participate in the cost of the traffic signal installation. Add the following note to the Site Plan, if Site Plan only includes site south of 32<sup>nd</sup> Pkwy- use 50%, if only on southwest corner – 25%, if full north & south of 32<sup>nd</sup> Pkwy – 100%: Acknowledged.
  - **(Applicant/owner name, address, phone)** shall be responsible for payment of 25/50/100% of the traffic signalization costs for the intersection of 32<sup>nd</sup> Pkwy and west access, if and when traffic signal warrants are satisfied. Traffic signal warrants to consider shall be as described in the most recently adopted version of Manual on Uniform Traffic Control Devices, as of the date or dates of any such warrant studies. For warrant purposes, the minor street approach traffic shall typically be comprised of all through and left-turn movement and 50% of right turn movements unless otherwise determined by the traffic engineer. **Pursuant to 147-37.5 of city code, the percentage of the traffic signalization costs identified above shall be paid to the city by the applicant / owner, to be held in escrow for such purpose, prior to the issuance of a building permit for the related development or as otherwise required by city code.** The percentage above will be applied to the entire traffic signalization cost as estimated at the time of the escrow deposit to calculate specific dollar funding requirement. Acknowledged.
- A Traffic Impact Study will be required for this site which will include addressing the following specific items:
  - 1) Existing, 1<sup>st</sup> buildout, 2<sup>nd</sup> buildout (& more if applicable) and 2040 average daily traffic counts.
  - 2) Include detailed analysis of, looking at each buildout condition:
    - a) All site access points
    - b) Intersection of Tower Rd & 32<sup>nd</sup> Pkwy
    - c) Interior intersection control
  - 3) Signal Warrant Analyses of 32<sup>nd</sup> Pkwy & western access point– Warrant 1,2,3 all to be included (collect 72 hr tube counts for analysis)
  - 4) If a traffic signal or multiway stop warrant is met at an intersection, then a roundabout shall also be considered at the intersection.

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- 5) Discussion of the application of elements from the Traffic Calming Toolbox to address any concerns for speeding, pedestrian crossings, etc. Techniques in the Traffic Calming Toolbox may: Advanced Yield Lines, Enhanced Crosswalk, High-Visibility Signs and Markings, In-Street Pedestrian Crossing Signs, Enhanced Pedestrian Crossing Sign Devices (HAWK or RFB), Mid-Block Lane Narrowing, Curb Extension, Angled Parking, Pedestrian Safety Island, Staggered Pedestrian Safety Island, Lane Narrowing, Mini Roundabout, Speed Cushions and Chicane. Details of Enhanced Crosswalk, compact roundabout, speed cushions and chicane may be made available if requested.
- 6) Analysis of pedestrian connectivity/ trail system /crossing locations.

Acknowledged. Updated traffic study has been included.

The Traffic Study shall be prepared in accordance with the [City of Aurora Traffic Impact Study Guidelines](#).

Submitting the Traffic Study:

- The Traffic Study shall be sent directly to Brianna Medema at [bmedema@auroragov.org](mailto:bmedema@auroragov.org) as soon as possible. Acknowledged.

- The Traffic Study shall also be uploaded with the rest of the submittal.

Acknowledged. Updated traffic study has been included.

- Based on our review of the Traffic Impact Study, additional improvements may be required.

Acknowledged.

**Engineering Division**

*The Engineering Division reviews the drainage and public improvement components of your project plans. Engineering reviews referrals of the Site Plan and Subdivision Plat from the Planning Department.*

***Key Issues:***

- ▶ Improvements to Tower Road may be required pending the updated Traffic Study. If improvements are identified as necessary in the future, those improvements, including a 10' detached sidewalk, shall be shown on the site plan. A deferral may be requested for those improvements. Roads interior to the development will be private. Acknowledged.
- ▶ If the traffic signal is installed with this development, curb ramps on the north side of 32<sup>nd</sup> Avenue shall be updated to meet current City of Aurora standards. Acknowledged.
- ▶ A preliminary drainage report shall be submitted with the site plan that includes the entire area of the master plan. On-site detention and water quality is required. Acknowledged and included.

***Improvements:***

*Sections and details referenced in the Improvements section refer to the City's [Roadway Design and Construction Specifications \(Roadway Manual\)](#).*

- Typical roadway sections are specified in the City Code and summarized in Section 4.08 with details shown in the Standard Detail S1. Acknowledged.
- Curb ramps must be shown (located) on the plans at all curb returns and any other location of public necessity. Refer to Standard Detail S9. Any street grades in excess of three percent will require detailed grading of the curb ramps. Acknowledged.
- Flared curb cuts, Standard Detail S7.4, are not permitted for commercial/industrial or residential driveways where traffic movements would be substantial. When the number of parking spaces exceeds 20, curb returns are required and the curb return radii shall be labeled on the plan. Acknowledged.

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- Pedestrian Bicycle Railings will be required at and continuous along vertical separations of 30 inches, or greater, or on slopes greater than or equal to 3:1 adjacent to pedestrian areas. See Standard Detail S18. Acknowledged.
- Retaining walls shown on plans shall indicate material type and a height range or indicate a maximum height. Where appropriate, guard or hand rails may be required. Acknowledged.
- The maximum private access drive slope may be 4% (non-residential) when sloping down toward the public street and up to 6% maximum when sloping up toward the public street. Acknowledged.
- If gates are incorporated into the design of the development they are required to be setback from the street flow line a minimum of 35-feet or one truck length, whichever is greater. Acknowledged.
- Street lights are required along adjacent roadways. Please refer to the Draft Lighting Standards for street light spacing, location, wattage, etc., information. Street lights along public right-of-way shall become City owned and maintained once they have been installed and the final acceptance letter for the lights has been issued. Street light locations shown on the site plan are conceptual. The street lighting plan shall be included with the Civil Plan submittal and will determine final street light locations based on a photometric analysis. Acknowledged.

***ROW/Easements/Plat:***

- Please coordinate with the Real Property Division of Public Works for the dedication of any required easements. If a plat will be prepared for this development, the plat can cover the required easements.
  - Sidewalk easements may be required for new sidewalk installed.
  - A drainage easement shall be required for any detention/water quality facilities on site. This drainage easement shall tie to a public way.
  - Utility easements shall be required for any proposed water/sanitary sewer/public storm sewer located outside of public right-of-way.
  - Public access/fire lane easement shall be required for fire lanes outside of public right-of-way. Please coordinate with Life Safety for their alignment.

Acknowledged. Plat has been included.

***Drainage:***

*Drainage design standards can be found in the City's ["Storm Drainage Design and Technical Criteria"](#).*

- Per Section [138-367](#) of the Aurora Municipal Code, a Preliminary Drainage plan and report is required prior to Site Plan or Plat approval. A Preliminary Drainage Plan and Report shall be submitted at the time of Planning Department application submittal. A review fee shall be paid to the City prior to acceptance of the preliminary drainage report. The site plan will not be approved until the preliminary drainage report is approved. Full spectrum detention is required for this project.

Acknowledged. PDR has been included.

- Under the provisions of Colorado Revised Statute 37-92-602(8), any detention or infiltration facility that becomes operational after August 5, 2015, is required to notify downstream water rights holders prior to operation. Urban Drainage and Flood Control District (UDFCD) has created a spreadsheet form (called *SDI Design Data*) for determining compliance with the statute and a web portal that will send a weekly e-mail notification to downstream water rights holders, satisfying the notification requirements. The developer will be responsible for having a professional engineer, licensed in the State of Colorado, complete the *SDI Design Data* and uploading to the web portal. Public Works Engineering will verify the information matches the final drainage report. Notification must be made before Civil Plans will be approved or Stormwater Permits will be issued.

Acknowledged.

**Re: MCC Retail (#1425264)/Pre-Application Meeting held December 19, 2019**

- Detention of storm drainage is required for this site and shall be incorporated on the site, unless other accommodations are approved by the City Engineer. Acknowledged.
- Release rate for the detention pond shall be based upon the [“Storm Drainage Design and Technical Criteria”](#) Manual, latest revision. Acknowledged.
- Storm water from concentrated points of discharge from a minor storm event shall not be allowed to flow over sidewalks, but shall drain to the roadway by the use of sidewalk chase sections. Sidewalk chase sections shall not be located within a curb cut, driveway, curb ramp, or curb return. Acknowledged.
- A public storm sewer system appears to be located near this site. Please have your Engineer or Surveyor verify and tie your site drainage into it Acknowledged.
- Extend storm sewer through the site, including inlets, pipes, manholes, etc., as needed. Acknowledged.

**Fire/Life Safety Comments - Building Division**

*The Building Division will receive a referral of the Site Plan and Subdivision Plat for review and comment. They will review these documents for Life Safety (Fire Code) and Building Code issues.* Acknowledged.

**Addressing Requirements:**

All buildings or structures, except accessory buildings, shall display the proper building number in the manner provided in this article. It shall be the responsibility of the owner, occupant or any person obtaining a building permit to place such number in the manner provided in the Aurora City Code of Ordinance, Chapter 126 - Article VII - Numbering of Buildings. Acknowledged.

**Adopted Codes by the City of Aurora – Setbacks:**

The site plan and civil plans must reflect the setback requirements of the 2015 International Building and Fire Code for placement of the structure(s) in relation to adjacent buildings, property lines, public ways, accessible walkways, etc. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#). Acknowledged.

**Civil Plans:**

Based on the discussion within the pre-application meeting the following information must be reflected within the Civil Plan package submitted to Public Works Department.

- [Alternative Fire Lane Surfacing Material](#)
- [Alternative Fire Lane Surface Signs](#)
- [Combined Fire Lane and Pedestrian Sidewalks](#)
- [Dead-End Fire Lane Detail](#)
- [Fire Lane Sign Detail](#)
  - The developer of the site will be required to install fire lane signs in areas where the site abuts an existing fire lane easement that is currently without adequate signage.
- [Grading Plan](#)
- [Handicap Accessible Parking Signs](#)
- [Sign Package](#)
- [Signature Block](#)
- [Street Standards and Street Section Details](#)

Acknowledged.

**Emergency Responder Radio Coverage:**

The 2015 International Fire Code requires all buildings to be assessed for adequate emergency responder radio coverage. Acknowledged.

**Re: MCC Retail (#1425264)/Pre-Application Meeting held December 19, 2019**

- The 2015 International Fire Code (IFC), requires all buildings to be assessed for adequate Emergency Responder Radio Coverage (ERRC). At the time the structure is at final frame and final electrical inspections, the general contractor (GC) will be required to hire an approved and qualified independent 3rd party to assess the radio frequency levels within the structure. Once completed, the 3rd party will provide the results of the test to both the GC and the Aurora Building Division as to whether the structure passed or failed the preliminary radio surveillance. A structure that has passed this surveillance requires no further action by the GC. A failed radio surveillance will require a licensed contractor to submit plans to the aurora building division to obtain a building permit for the installation of an ERRC system prior to installation. This assessment and installation is at the owner or developers expense. Future interior or exterior modifications to the structure after the original Certificate of Occupancy is issued will require a reassessment for adequate radio frequency coverage. Acknowledged.
- Core and shells structures will not require this assessment, but the tenant finish that follows and prior to issuance of the certificate of occupancy will be required to conduct this assessment, install a system where needed. Acknowledged.

**Fire Department Access:**

Based on the information presented so far, the type(s) of fire apparatus access road(s) needed for this particular site is:

- Fire Lane Easement Acknowledged.

**Fire Hydrants:**

The number and spacing of fire hydrants are determined using the 2015 IFC, Appendix B & C. As indicated in the previously stated code sections, fire hydrant coverage requirements include both internal site areas and abutting public street systems. Acknowledged.

**Fire Sprinkled Structures:**

The requirements for the installation of a fire sprinkler system are provided within the Chapter 9 of the 2015 IFC and IBC.

General Comments:

- Commercial Cooking Equipment utilizing a Type I Hood will require a kitchen hood suppression system. Acknowledged.

**Handicap Accessibility Requirements:**

The City of Aurora reviews handicapped accessibility requirements based on 2015 IBC, Chapter 11, the 2009 ICC/ANSI A117.1.

- Commercial Acknowledged.

**Knox Hardware:**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an accessible location. Acknowledged.

**Legend:**

The cover sheet must include a "Site Plan Legend" reflecting both existing and/or proposed site elements that are existing or proposed within site. Acknowledged.

**Loading and Unloading Areas:**

The site plan must show the location of the loading and unloading areas. These areas must not encroach into the dedicated or designated fire lane easement. Acknowledged.

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**Motor Fuel Dispensing Sites:**

Automotive motor fuel-dispensing facilities, marine motor fuel-dispensing facilities, fleet vehicle motor fuel-dispensing facilities, aircraft motor-vehicle fuel-dispensing facilities and repair garages must reflect the specific elements within the site plan submittal.

- Show and label locations of underground fuel storage tanks with gallon size and type of fuel being stored. Acknowledged.

**Phasing Plans:**

A phasing plan must be provided with the Planning Departments Site Plan and the Public Works Departments Civil Plans submittals. Acknowledged.

**Photometric Plan:**

- Add the following note to the Photometric Site Plan:  
ILLUMINATION WITHIN THE SITE MUST COMPLY WITH THE 2015 INTERNATIONAL BUILDING CODE REQUIREMENT FROM SECTION 1006 - MEANS OF EGRESS ILLUMINATION. SECTION 1006. ILLUMINATION REQUIRED: THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING IS OCCUPIED. SECTION 1006.2 ILLUMINATION LEVEL. THE MEANS OF EGRESS ILLUMINATION LEVEL SHALL NOT BE LESS THAN 1 FOOT-CANDLE (11 LUX) AT THE FLOOR LEVEL AND CONTINUING TO THE "PUBLIC WAY".
- Add the "accessible route" (heavy dashed line) to the photometric plan and verify minimum 1 foot-candle of illumination along its entire length.

***Site Plan, Civil Plan, Framework and General Development Plan, and Plat Notes:***

The notes being provided below must be included on the cover sheet of the indicated submittal type.

- [\(Plat Note\) If Plat Contains Fire Lane Easement](#)
- [\(Site Plan Note\) Accessibility Note for Commercial Projects](#)
- [\(Site Plan Note\) Addressing](#)
- [\(Site Plan Note\) Aircraft Noise Reduction \(LDN\)](#)
  - This area is within a noise mitigation area. [Sec. 22-425](#)
- [\(Site Plan Note\) Alternative Fire Lane Surfacing Materials.](#)
- [\(Site Plan Note\) Americans with Disabilities Act](#)
- [\(Site Plan Note\) Emergency Ingress and Egress](#)
- [\(Site Plan Note\) Emergency Responder Radio Coverage](#)
- [\(Site Plan Note\) Fire Lane Easements](#)
- [\(Site Plan Note\) Fire Lane Signs](#)

Acknowledged.

**Site Plan Data Block:**

The site plan must include a "Data Block" on the cover sheet that reflects all items indicated within the "link" that apply to your project. Acknowledged.

**Special Design Considerations:**

Based on the information presented in the pre-application meeting, these additional Life Safety criteria must be shown on the site plan, plat and civil plans.

- [Abutting Fire Lane or Public Access Easement to Property](#)
  - If an existing fire lane or public street has to be removed or relocated for any reason, the roadway must be replaced using the current specifications of the Public Works Department.
- [Access to within 150 feet of Each Structure](#) Acknowledged.

Acknowledged.

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- The fire code official is authorized to increase the dimension of 150 feet reach requirement where the building is fire sprinkled in accordance with the 2015 IFC, Section 503.1.1 where allowed by code. If granted approval, a fire sprinkled structure may utilize a 200-foot reach criteria in place of the 150-foot standard requirement. Acknowledged.
- Where fire hydrants and fire department connections are provided adjacent to vehicular access drive aisles, they will need to be dedicated as fire lane easements in order to provide emergency access to them. Acknowledged.
- [Access Road Width with a Hydrant](#)
- [Aerial Fire Apparatus Access Roads](#)
- [Alternative Fire Lane Surfaces](#)
  - Alternative fire lane surfaces other than asphalt or concrete will require a license agreement through Real Property within Public Works. Acknowledged.
- [Fire Apparatus Access Road Specifications](#)
  - If an existing fire lane or public roadway must be removed or relocated for any reason, the portion replaced must be in compliance with the current specifications of the Public Works Department. Acknowledged.
- [Combined Fire Lane, Public Access and Utility Easements](#)
- [Construction of Fire Lane Easements and Emergency Access Easement](#)
- [Cul-De-Sac's](#)
- [Dead-end Fire Apparatus Access Roadways](#)
- [Dead-End Public Streets](#)
- [Encroachment into Emergency Access or Fire Lane Easements are Prohibited](#)
- [Grade](#)
- [Labeling of Easements on the Site Plan, Plat and Civil Plans](#)
- [License Agreement](#)
  - Construction of fire lanes using alternative surfacing materials other than asphalt and concrete and/or installations of gating systems crossing a dedicated fire lane easement will require a license agreement through Real Property. Acknowledged.
- [No Parking is allowed within a Fire Lane Easement](#)
- [Private Streets Constructed to Public Street Standards](#)
- [Pocket Utility Easements for Fire Hydrants](#)
- [Public Street Systems Adjacent to Site](#)
- [Remoteness](#)
- [Speed Bumps](#)
- [Snow Removal Storage Areas](#)
- [Two points of Emergency Access](#)
- [Width and Turning Radius](#)

**Trash Enclosure:**

Per the 2015 International Fire Code, Section 304.3.3, dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines. Acknowledged.

## Real Property Division

*The Real Property Division reviews the Site Plan and processes Subdivision Plats, Easements, and License Agreements that may be necessary for development of property.\*

### **Subdivision Plats:**

- The property has never been platted and will be required to be subdivided at this time in order to obtain a building permit. Plats must be prepared using City of Aurora specifications given in our most current [Subdivision Plat Checklist](#). The review of the plat can run concurrently with your other Planning Dept. submittals. Acknowledged. Plat has been included.
- A **pre-submittal meeting** with Real Property is required on all plat submittals so that we can make sure the basic elements have been addressed before they are submitted to Planning. This 30-minute meeting is for the 1<sup>st</sup> submittal of plats only and is by appointment only. Call *Darren Akrie* at 303.739.7300 to schedule your appointment. The person preparing the plat and your project manager should attend and bring two sets of the plat. Acknowledged.

### **Site Plans:**

A site plan will be required by the Planning Department. Real Property has items that need to appear on that site plan above and beyond what other departments may require. These items are listed on the Real Property [Site Plan Checklist](#). Acknowledged.

### **Separate Documents:**

- During the Pre-application meeting no requirement for separate documents were specifically identified for your site as proposed. However, review of your actual Site Plan when submitted may identify additional conditions that may require a separate document. Following are the links to additional information if needed later in your formal review process:
  - [Dedications Packet](#) Acknowledged.
  - [Easement Release](#)
  - [License Agreement Packet](#)
- If there are existing easements that are no longer needed, the City will require the developer to make application to the City to release those easements. Easement release documents must be prepared using Real Property specifications and are available in the [Easement Release Packet](#). Once complete and accurate easement release information is submitted to Real Property, it takes about 4-6 weeks to complete the process. They must be complete and ready to record before Real Property will record the plat and/or site plan. Acknowledged.
- You may have items that encroach into city-owned property or easements (i.e. retaining walls, medians, stairs, etc.). If allowed, these types of encroachments require a **License Agreement**. Requirements can be found in the [License Agreement Packet](#). It takes 4-6 weeks to complete the process after submittal. The License Agreement must be completed before the site plan is recorded. Acknowledged.
- If street lighting is identified during the review process, this may be an opportunity to partner with cell carrier providers. New technology allows these providers to incorporate their technology with street lighting. These carriers are willing to take on the cost of purchasing and installing a light with qualifying projects. Please contact Leslie Gaylord at 303.739.7901 for additional details and contact information. Acknowledged.

## STEP II – CONSTRUCTION DOCUMENT PHASE

*The Construction Document Phase is when Engineering and Building plans are reviewed against City Codes for compliance. It is an administrative process and usually occurs after Planning Commission or Planning Director decisions. Permits are issued from these documents.*

### Civil Engineering Plans

- Civil Construction Plans are required for your project as proposed and shall be submitted electronically.
- Use of the Batch Standards Checker Tool is requested for this project.
- Civil Engineering Plan Review (*see links below for additional information*):
  - [Process](#)
  - [Review Schedule](#)
  - [Fees](#)

*Prior to submittal of the electronic Civil Construction Plans, the civil consultant must schedule a pre-submittal meeting with Christopher Eravelly at 303.739.7457. One paper set of Civil Plans and Reports is required for this pre-submittal review. Also bring a copy of the pre-application meeting notes and a copy of the submitted site plan, including the landscape plan. At this meeting the Civil Plans shall be reviewed for completeness. A [checklist](#) is used to ascertain completeness. Acknowledged.*

- Civil Construction Document Plan Set generally includes the following plans:
  - Stormwater Management Plan
  - Final Drainage Plan/Report
  - Final Grading Plan
  - Utility Plan and Profiles
  - Street Plan and Profiles
  - Signing and Striping Plan
  - Street Lighting Plan

➤ *Phasing shown on the Site Plan shall also be represented on the Civil Plan drawings.* Acknowledged.

### [Aurora Water](#)

#### **General Requirements:**

- Utility Plans will be required with the Civil Engineering Plans:
  - Utility Plans shall be prepared in accordance with the Utility Manual
  - Utility Plans must be approved prior to obtaining building permits
  - Utility Plans must include:
    - Fixture Unit Table and Meter Sizing Tables
    - Water Service and Water Meter locations
    - Sanitary Sewer Service Lines
    - Resistivity Tests for any public water mains installation per Section 20 of the Utility Manual.
  - Cross Connection Control Devices are required for:
    - Fire Service Lines
    - Commercial and Domestic Water Service Lines.
    - These devices are required to be located within the building or within a heated and drained vault after the water meter.

Acknowledged.

***Construction Stormwater Quality Requirements:***

- A Stormwater Quality Discharge Permit and Stormwater Management Plan and Report will be required for this project. See the latest revision of the City of Aurora [Rules and Regulations Regarding Stormwater Discharges Associated with Construction Activities](#) Manual (SWMP Manual) for more detailed requirements. A [Colorado Discharge Permit System \(CDPS\)](#) (CDPS) permit may be required by the State Health Department if a City of Aurora Stormwater Quality Discharge Permit is required.

Acknowledged.

- CAD Data Submittal Standard: The City of Aurora has developed a CAD Data Submittal Standard for internal and external use to streamline the process of importing AutoCAD information into the City's Enterprise GIS. Digital Submission meeting the CAD Data Submittal Standard are required by consultants on development projects when submitting to the City for signature sets and on capital projects funded by the City. Details of the CAD Data Submittal Standard can be found on the [CAD Standards](#) web page.

Acknowledged.

**Public Works Department**

*Construction documents should reflect all approved Access, Right of Way, Easements, and Public Improvements that were included and approved on the Site Plan and Plat for your project.*

Acknowledged.

**Traffic Engineering**

- Construction Documents should reflect all approved accesses, and laneage, and right of way and easement dedications.
- The Construction Documents shall include an Interim and an Ultimate Signing and Striping Plan, a Traffic Signalization Plan (if warranted for build year), and Traffic Control Plans. If lane closures are required per the Traffic Control Plans, occupancy fees will apply. The calculation for these fees are available on the City's website or in the Development Handbook.
- Place a note on the Construction Site Plan or Grading Plan indicating all construction vehicles (including construction workers' vehicles) shall access the site from Tower Rd, via 32<sup>nd</sup> Pkwy and not through the adjacent residential neighborhood(s).

Acknowledged.

Acknowledged.

Acknowledged.

**Engineering Division**

***General Requirements:***

- All new developments and redevelopments are required to develop and implement a permanent condition Stormwater Management Plan (SWMP) in conjunction with the overall drainage plan for the site. The SWQCP shall be included in and become part of the preliminary and final drainage reports. The SWQCP shall discuss and propose the solutions to permanently enhance the quality of stormwater runoff through the site.
- The SWMP shall be developed by applying the permanent water quality "best management practices" described in Volume 3 of the USDCM. The SWMP shall be shown in a separate section of the drainage report. Proposed permanent stormwater quality enhancement facilities shall be sized and located on the drainage map (see section 2.42, "[Storm Drainage Design and Technical Criteria](#)" manual). The development community is encouraged to use multiple BMPs in creative and non-traditional site design to achieve the water quality objectives.

Acknowledged.

Acknowledged.

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- A drainage easement is required for stormwater quality detention ponds. This easement shall connect to a public way for access to the facilities. This easement shall be executed prior to the approval of the Civil Plans. Acknowledged.
- An Inspection and Maintenance Plan (I and M Plan) shall be developed concurrently with the design of the permanent BMP's and submitted with the final drainage plan and report for approval. See the 2010 [Storm Drainage Design & Technical Criteria](#) manual's appendices for direction on preparing an I and M Plan, including the Maintenance Agreement. A signed Maintenance Agreement shall be submitted to the Water Department prior to issuance of a certificate of occupancy, or if no CO, then prior to approval of the Civil plans. Acknowledged.
- The civil plans will not be approved until the preliminary drainage report/letter is approved and the plat is ready for recordation. Acknowledged.

***Roadway Design and Construction Specifications:***

- All road cuts or other roadway disturbances within the City of Aurora's public right-of-way shall be repaired and restored according to the standards specified in Section 36 of the City's Roadway Design and Construction Specifications, and any other requirements specified elsewhere. If more than 500 square feet of existing roadway is disturbed within one block, the construction area shall be milled and overlaid prior to the issuance of the Certificate of Occupancy. Acknowledged.
- Fire lanes. All primary fire lanes shall be constructed to an improved pavement surface (concrete, asphalt, or pavers). Secondary accesses in landscaping and other areas, need to be designed in accordance with the City's adopted Fire Code requirements, but may be permitted to utilize other materials and options. The proposed secondary access materials shall be approved by both Life Safety (Fire Marshall) and the City Engineer. Acknowledged.

**Building Plans**

**Building Division Comments:**

Building Plan Review

- [Process](#)
- [Review Schedule](#)
- [Fees](#)

*The comments made during the meeting address large-scale issues. We strongly recommend that a code consultation meeting be scheduled to discuss more detailed concerns.*

*During the development review process, you will not need to submit any documentation to the Fire Department for review. The Life Safety group within the Aurora Building Division conducts all site development and construction plan reviews on behalf of the Aurora Fire Department.*

The links below contain additional information and requirements for completion, submittal, and permitting of your building plans. Acknowledged.

***Permit Types:***

- Based on the information provided during the pre-application meeting, the Building Division would classify your proposed scope of work under the following permit type. Acknowledged.
  - [Commercial Permits](#)

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- [Limited Plan Permits](#)
- [Tenant Finish Permits](#)

*Additional Building Construction Plan Checklists: Based on the information provided, you may also need the following Checklists:*

- [Modular, Construction Trailer, Mobile Home](#) Acknowledged.

*Fire (click on this [link](#) to find checklist below)*

- Fire Alarm
  - Fire Sprinkler & Standpipe Systems
  - Knox Box
  - Knox Box Rapid Entry
  - Wet and Dry Chemical Hood Suppression Systems
  - Underground and Above Ground Fuel Storage Systems requires a permit through both the City Aurora Building Division and Division of Oil and Public Safety.
    - [State of Colorado Division of Oil and Public Safety](#)
    - [Petroleum Storage Tank regulations](#) Acknowledged.
- Separate (standalone) plan submittals, approvals and permits for fire protection systems can include, but are not limited to:
    - Automatic Fire-Extinguishing System and Standpipes
    - Emergency Responder Radio Coverage Systems
    - Fire Alarm and Detection Systems and related equipment
    - Underground Fuel Storage Systems
      - Underground Fuel Storage Systems (and dispensing equipment) associated to the construction of a fuel dispensing station can be submitted with the construction drawings for the C-Store. Acknowledged.

***Key Issue:***

- ▶ It is recommended that a preliminary meeting be scheduled with your design team and the Aurora Building Division prior to formal submittal of building construction plans. This meeting gives both the applicant and city staff the ability to clarify online submittals requirements, code requirements and interpretations to ensure mutual compliance with our currently adopted codes. Acknowledged.

***Accessibility:***

The City of Aurora enforces handicapped accessibility requirements based on 2015 IBC, Chapter 11, and the 2009 ICC 117.1. Acknowledged.

***Adopted Codes by the City of Aurora:***

This “link” will provide a current listing of all adopted building codes and ordinances utilized by the Aurora Building Division. To view the 2015 International Codes please utilize the following hyperlink; [ICC Codes Online](#) Acknowledged.

***Building Division General Comments:***

The function of the Building Division in the development process involves assistance with building code questions. This “link” will provide answers to the most typical initial questions concerning the role of the Building Division. Acknowledged.

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**Checklist for Plan Review Submittals:**

The Aurora Building Division has established a number of checklists that reflect specific construction plan submittal and permit requirements. A copy of these checklists can be obtained through the City of Aurora website or by clicking on the link provided here.

Acknowledged.

**Day-Night Sound Level (LDN or DNL):**

C.O.A Building and Zoning Code, Section 22-425 through 22-434 provides three methods for residential and commercial building design/construction to comply with the aircraft noise reduction criteria of this Code.

Acknowledged.

**General Fire Protection System Requirements:**

Based on the information provided during the Pre-Application meeting the following fire protection systems are likely to be required for this structure:

- **Commercial Cooking Hood Suppression System** - 2015 IFC, Section 904.
- **Fire Alarm and Detection System** – 2015 IFC, Section 907.
- **Fire Sprinkler System** - 2015 IFC, Section 903.
- **Standpipe System** – 2015 IFC, Section 905.

Acknowledged.

**Geographic Design Criteria:**

New construction must adhere to the climatic and geographic design criteria provided using the hyperlink above.

Acknowledged.

**Occupancy Specific Building Code Requirements:**

Based on the information provided, your building occupancy or occupancies are as follows.

- A-2 Occupancy - Assembly uses intended for food and/or drink consumption.
- B Occupancy - A building or structure or portion thereof, for office, professional or service-type transactions, including storage of records and accounts. Building or tenant space used for assembly purposes by fewer than 50 persons may be considered a Group B occupancy.
- M Occupancy - Buildings and structures, or portions thereof, for the display and sale of merchandise. Involves stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.
- R-1 Occupancy - Residential occupancies where the occupants are primarily transient in nature (less than 30 days).

Acknowledged.

**Request for Modification or Alternative Material:**

Per the 2015 IFC, Section 104.10 and 104.10.1, whenever there are practical difficulties involved in carrying out the provisions of this code, the fire code official shall have the authority to grant modifications for individual cases, provided the fire code official shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

Acknowledged.

**Tri-County Health Department:**

All applicants submitting construction plans for retail food establishments, daycare centers, preschool programs, group homes, fountain water attractions, and public swimming pools are also responsible for meeting the separate requirements of the Tri-County Health Department.

Acknowledged.

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**Real Property Division**

*Reminder* – Prior to building plans submittal, processing of any/all required separate documents should be started so that this process does not interfere with permit issuance.

Acknowledged.

## STEP III – CONSTRUCTION PHASE

Before any construction may commence, a contractor licensed in the City of Aurora must be issued the appropriate **permits** for all work to be performed. [Licensing](#) information is available on the City's website.

### Aurora Water

#### Utility Connection Fees:

- Water Service Connection Fee
- Metro Sanitary Sewer Connection Fee
- Sanitary Sewer Connection Fee

Fees may only be paid after issuance of building permit and must be paid prior to issuance of the Certificate of Occupancy. This is required for new services and when meter sizes are upsized. Acknowledged.

- Wet Tap Fees:
  - Apply when making connections to existing water mains for water line extensions, fire hydrant lines, and fire service lines. Acknowledged.
- Irrigation Water Meter Fees:
  - Will be calculated in accordance with the City Ordinance for irrigated common areas in Single-Family Detached and Commercial areas.
  - The Landscape Plan must identify the “NON-WATER CONSERVING” and “WATER CONSERVING” areas used for the meter fee calculations. Acknowledged.
- For a full listing of Utility Fees, please see the [Aurora Water Fee Schedule](#). Acknowledged.

### Public Works Department

#### Engineering Division

- A geotechnical and pavement design report is not required for paving of new or existing private parking lots, fire lanes, driveways, and private streets (other than TODs and Urban Centers). The civil plans shall have the default pavement thickness, obtained from the Roadway Manual, labeled on the plans and a note indicating the type of soils within the project, unless the developer submits a pavement design for review and approval. A paving permit for this private infrastructure is **not** required. **A Private Development Pavement certification shall be required to be submitted prior to issuing a Certificate of Occupancy.** See [Section 5.01.2.02](#) for more information. The developer/contractor is responsible for the required testing, backfill, and compaction for all wet utilities prior to paving. It is the developer/contractor's risk to begin paving without the initial acceptance of the wet utilities. Acknowledged.
- A new Certificate of Occupancy needs to be issued for this site. Aurora City Code requires all public improvements (see definition below) be completed, escrowed for, a deferral granted, or have a Public Improvement Plan (PIP), indicating when the improvements will be installed, in place prior to issuance of the Certificate of Occupancy. Acknowledged.
- Public improvements shall mean and include, but not by way of limitation, the construction, reconstruction, and improvement of the following:
  - commercial or private streets
  - fire lanes

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- curbs, gutters, curb ramps, and sidewalks
- sanitary sewer mains, including laterals to each lot line
- storm drainage
- detention and water quality facilities, including necessary structures
- street lighting
- water mains, hydrants and valves
- tree plantings and landscaping
- repairs and replacements thereof necessitated by construction activity pursuant to issuance of a City of Aurora certificate of occupancy.

Acknowledged.

**Building Division**

***Key Issue:***

- Once the building permit is issued it is recommended that the General Contractor (GC) schedule a pre-construction meeting through the Office of Development Assistance Project Manager. The meeting will consist of the Public Improvement Supervisor, Building Division Inspector Supervisors, and a Fire/Life Safety Supervisor. These meetings are highly beneficial to both the GC and city staff in addressing inspection requirements that assist in obtaining a TCO or CO in a timely manner.

Acknowledged.

**Construction Permits:**

Please click on the link provided for a listing of required construction permits.

***Fire Safety during Construction, Alteration or Demolition of a Building:***

Utilize the requirements of the 2015 IFC, Chapter 33 for both construction and demolition of any structure within your site. To obtain a full copy for fire department access and water supplies to a construction site, please call the Building Department at 303.739.7420.

Acknowledged.

**Secondary Access Roadways during Construction:**

Please click on the "link" provided for requirements for fire department access during construction.

Acknowledged.



**City of Aurora**

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Neighborhood Services  
15151 E Alameda Parkway  
Aurora, Colorado 80012  
Phone: 303-739-7280  
Fax: 303-739-7191  
[www.auroragov.org](http://www.auroragov.org)

**PRE-APPLICATION CONFERENCE**

TO: Erik Morse  
FROM: Meg Allen  
DATE: Thursday, December 19, 2019  
SUBJECT: MCC Retail  
LOCATION: 20100 East 32nd Parkway

Listed below are the neighborhood associations that are currently registered with the Neighborhood Support Division within one mile of your proposed project. Once your application has been formally submitted each Neighborhood Organization will receive a copy of your application along with a comment card to be returned to the Planning Department. The comment card allows neighborhood organizations to share their concerns about the application prior to Planning Commission. Since the neighborhood list is updated frequently, it is recommended if you submit your application to the Planning Department anytime after 30 days of today's date, you should obtain a new, current list. Your Planning Case Manager will have an updated list available at your pre-submittal meeting.

As an applicant for a proposed development or use approval in the City of Aurora, you are strongly encouraged, but not required, to set up a neighborhood meeting with these representatives as soon as possible, but no later than 21 days prior to your scheduled public hearing. The purpose of this meeting is to explain your proposed development or use approval, and if necessary, to work with neighborhood representatives to address their concerns. Your assigned Neighborhood Liaison will assist you in scheduling and mediating the meeting at your request. The liaison will also provide you with an updated and accurate neighborhood association mailing list prior to the meeting. Adjacent property owner address information is available on the Adams and Arapahoe Count web sites at [www.co.arapahoe.co.us](http://www.co.arapahoe.co.us) and [www.co.adams.co.us](http://www.co.adams.co.us). It is the applicant's responsibility to mail and/or e-mail a letter of invitation to all neighborhoods and adjacent property owners at least 10 days prior to the meeting. A sample letter of invitation is included in this packet. The assigned Planning Case Manager will attend the meeting to note any agreements made by the applicant, and will include those agreements in their presentation at public hearings. You may anticipate being asked at public hearings if you have met with nearby neighborhoods and the result of such meetings.

As the Neighborhood Liaison for this area, I am available to assist you in communicating with the neighborhood listed below. For assistance or to set up a neighborhood meeting, please contact me at 303-739-7280.

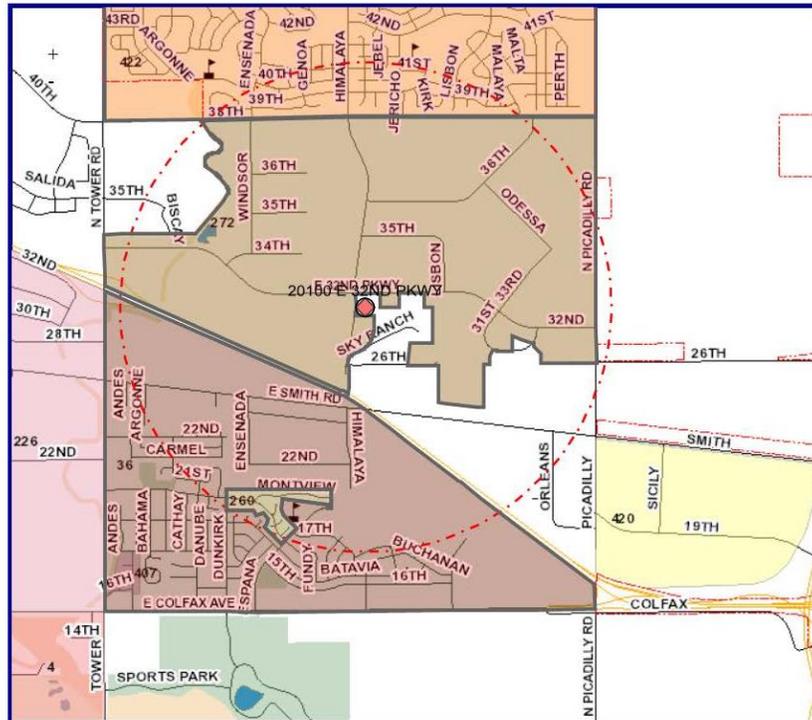
Re: MCC Retail (#1425264)/Pre-Application Meeting held December 19, 2019

20100 East 32nd Parkway

Report Ran On Thursday, December 19, 201

#	ORGANIZATION	CONTACT	PHONE
260	HOA OF SANDY CREEK	RHONDA HATTAR	(303)364-2515
272	MAJESTIC COMMERCENTER	RONKA16@YAHOO.COM RANDY HERTEL 20100 E 32ND PKY #150 AURORA CO 80011	(303)371-1400
422	Master Homeowners Association for Green Valley Ranch	RHERTEL@MAJESTICREALTY.COM GVR METRO DISTRICT MICAELA DUFFY 18650 E 45TH AVE DENVER CO 80249	(303)307-3240
36	TOWER TRIANGLE	MDUFFY@GVRMETRODISTRICT.COM CAL DAL-PONTE 20457 E BUCHANAN DR AURORA CO 80011	(720)317-5431
		WILDWEASEL@MSN.COM	

MCC Retail



260-HOA of Sandy Creek, Inc.  
272-Majestic Commerce Center  
36-Tower Triangle NBHD Assoc.  
422-Master HOA for for Green Valley Ranch